When do you need a **PERMIT?**

Permits are required for all construction and most electrical, plumbing and mechanical work. Permits required include:

- Additions & Alterations (bedrooms, bathrooms, family rooms)
- Residential Work (decks, garages, ALL type of fences, culverts, water heaters, fireplaces, pools & pool barriers, patio enclosure, etc.)
- Grading
- Electrical work
- Plumbing
- Mechanical (HVAC)
- Gas Lines
- Propane Tanks
- Water Tanks
- Demolition

To be sure, always check with our office at 602-506-3301 or online at www.maricopa.gov/planning



What is the **PERMIT** process?

The following graphic is designed to provide a general overview of the building permit process.

Prepare

Do your homework - Go online or visit our Customer Service Lobby

Submit Application & Plans

7 site plans, 3 bldg plans

Review Process

Building Review

Zoning Review

Drainage Review

MCDOT Review

Environ. Services

ALL approvals received

Permit Issued

Receive notification of approval. Pay fees & pick-up **issued** permit. Begin work/construction.

Inspection

When ready, call **602-506-3692** by 2:30 pm for an on-site inspection the next business day.

Note: Permit valid 180 days from issuance or last inspection.

Protect Your Investment



Helpful Hints

- Have an Official Recorded Deed.
 www.recorder.maricopa.gov 602-506-3535
- Verify the property's parcel number.
- <u>www.maricopa.gov/assessor</u> 602-506-3406
- Fully describe ALL work being done on the application. Include complete contact info names, addresses, phone, fax, email.
 Provide clear directions to the property.
- Have septic documentation if applicable.
- Prepare detailed Site Plan. See sample Site Plan outlining requirements on the website www.maricopa.gov/planning
- Depending on your project and location, plans prepared and stamped/sealed by a qualified engineer may be required.

www.maricopa.gov/planning